



Work-Site Learning Plan Component Checklist

Plan Component	Yes	No
The employer has ownership and is involved in the development of the learning plan.		
Measurable activities are done at the work site to assure the students understand the whys, not just how a process is done.		
The learning objectives for the work site component are based upon a timely duty/task list.		
Learning objectives are identified in which the training is coordinated both at the school and at the work site.		
Review sessions with the student, employer, and teacher are held on a monthly basis.		
The learning/training plan consists of higher order and problem solving skills that develop the student's ability to plan, formulate problems, and troubleshoot.		
The learning plan and/or work-site experience fosters the development of broad, transferable skills to enhance student career options.		
The learning plan develops the social and employability skills needed to work effectively in any organization.		
The learning plan notes academic skills that would be beneficial to the work-site learner in a specified career cluster.		
A career ladder has been developed noting the pathway necessary for advancement.		
Performance-based assessment tools, such as skill demonstrations, portfolios, joint school/work-site projects, and written exams are being used to assess student learning on the job.		
Projects, journal writings, or other customized assignments are used at school to enhance and deepen the work-site learning experience.		
Measures are taken before job placement to provide the student with workplace survival skills and help the student adjust to the workplace.		
A non-supervisory adult is provided at the workplace to act as a mentor—an advocate, advisor, and friend to help the student adjust to the workplace.		
Measures are taken to provide training and on-going support to work-site mentors and staff.		
An agreement is signed by the parent, student, teacher, and administration prior to the student participating in any work-based learning program.		